

Billing Specialist

About American Bottoms

American Bottoms is a regional wastewater treatment facility providing services to Sauget, East St. Louis, Cahokia Heights, and the surrounding communities. In 2014 the facility was awarded "Plant of The Year" by the Illinois Association of Water Pollution Control Operators. In addition, American Bottoms has been recognized as one of the best companies to work for in Illinois; nine years in a row. These awards are a testament to the dedication, skill, and pride of American Bottoms employees.

General Description

Responsible for collecting, correcting, entering, and editing data for customer bills. Ensure all data is ready according to predefined billing cycles in enough time for same day mailing. The position is full time Monday-Friday day shift.

Essential Functions

- Coordinate with water companies with respect to receipt of water readings
- Load water readings into database using computer system
- Print and analyze water reading exception reports
- Monitor reports for accounts requiring manual adjustments and account updates
- Make changes to individual water readings as requested
- Apply fees to individual accounts as requested
- Print bills and deliver to post office
- Scan documents

Qualifications

- Must be able to work independently
- Good reading and writing skills. Able to perform simple math.
- Must be computer literate and able to utilize Microsoft Office Suite

Benefits

- Health insurance
- Dental insurance
- Vision insurance
- 401(k) with generous company contribution
- Company paid long term disability insurance
- Employee Assistance Program
- Company paid life insurance
- Tuition reimbursement
- Paid time off